

MONROE COUNTY

JOB DESCRIPTION

Position Title: MANAGER EMS SUPPORT SERVICES

Date: March 25, 1999

Position Level: 9

FLSA Status: Nonexempt

Class Code: 9-26

GENERAL DESCRIPTION

Primary function is to order supplies, medications and controlled substances for Monroe County emergency service departments. Coordinates all equipment and vehicle maintenance and replacement initiatives.

KEY RESPONSIBILITIES

1. Coordinate medical special needs people for placement in a disaster.*
2. Develop and maintain an inventory control system to order, receive, inventory and distribute supplies.*
3. Responsible for adherence and update of medication and controlled substance standard operating procedures.*
4. Coordinate preventative maintenance for vehicles.*
5. Develop and implement internal control measures, i.e. audits, inspections, to ensure appropriate fiscal expenditures.*
6. Interact with vendors to review, evaluate, and recommend purchases for departmental needs.
7. Prepare specifications and maintenance contracts for equipment and apparatus.
8. Receive and compile data to provide statistical reporting on county-wide operations and expenditures.
9. Provides input to the department head for budget proposals.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MGR, SUPPORT SVCS

Class Code: 9-26

Position Level: 9

KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Requires State Certified Paramedic.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____